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**From:** Kludt, Patricia (DPH)  
**Sent:** Wednesday, July 30, 2008 4:10 PM  
**To:** Han, Linda (DPH); Stiles, Tracy (DPH)  
**Subject:** ELC foodborne  
**Attachments:** 2007 Progress foodborne lab.doc; FOODBORNE DISEASE LAB.doc

It is ELC time of year. While I do not yet have the grant guidance, I am expecting it any day and we will only have a month. Since this is not a competitive year I expect that the guidance will be the same as last year's. I will need two things from you regarding the foodborne sections 1) a progress report on activities from 1/1/2008 to date and 2) an operational plan for 1/1/2009-12/31/2009. I am attaching two documents. One is the operational plan for 2008 and the other is the progress report for 2007.

- 1) Progress. You will base your progress report on the 2008 operational plan. The format is fairly straightforward. List the Objective, the Measures of Effectiveness and then respond with the progress for those objectives. I have shaded in green the sections where we received no funding last year.
- 2) Operational Plan. The operational plan for 2008 will follow the same format as the operational plan for 2009.

Please be concise because there is a page limit for the whole grant and there are many sections. I am not sure when it will be due but you should try to have your section to me no later than August 22<sup>nd</sup>. Ann McNamara will be contacting you about the budget pieces.

Cheers

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